

EMPLOYEE REPORTS

Overview

The ACMS Employee Reports will provide the ability to forecast salaries and benefits for Employees and view the actual salaries and benefits.

Target Users

Users for the Status of funds will be from managers to field personnel. They will be able to review spending on salaries, benefits, overtime and other pay. The data is restricted to the ORGN security access provided by FDW.

Report Limits

The following definitions are the default limits that will be presented via the Reports when entering Employee Reports.

NAME	DESCRIPTION
Location	Location of Employee
Job Title	Job Titles of Employees
Type	Type of Employee, full time, part time etc
Grade	Employee Grade
ORGN	Organization list (ORGN)
BOC	BOC Codes associated with employees

Employee Reports

The following reports will be provided by the system, these are standard reports that users will be able to print by exporting to excel or exporting to PDF.

Report Name	Description	Groupings	Fields
Employee By Location	Provides Employee Salaries and Benefits grouped by Location	Location	Employee Name, SSN, Location, Title, Type, Step, Grade, Plan, Salary, Overtime, Other, Benefits, Other
Employee By Title	Provides Employee Salaries and Benefits grouped by Title	Title	Employee Name, SSN, Location, Title, Type, Step, Grade, Plan, Salary, Overtime, Other, Benefits, Other
Employee By Grade	Provides Employee Salaries and Benefits grouped by Grade	Grade	Employee Name, SSN, Location, Title, Type, Step, Grade, Plan, Salary, Overtime, Other, Benefits, Other
Employee By BOC	Provides Employee Salaries and Benefits grouped by Grade	BOC	Employee Name, SSN, Location, Title, Type, Step, Grade, Plan, Salary, Overtime, Other, Benefits, Other

Employee Pivots and Charts

Pivot Name	Description	Drill Path	Fields
Employee Pivot	Provides a table of employees that allow filtering and review.	No Drill Path at this time	Employee Name, SSN, Location, Title, Type, Step, Grade, Plan, Salary, Overtime, Other, Benefits, Other